

# **2018-2019 Pupil Progression Plan**

**St. James Parish School System**

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# Preface

## FORMAL SUBMISSION STATEMENT

Assurance is hereby made to the Louisiana Department of Education that this St. James Parish School System 2018-2019 Pupil Progression Plan has been developed in compliance with all applicable federal and state laws and regulations. If any local policy outlined in this plan conflicts with federal or state laws or regulations, I understand that federal and state laws and regulations shall supersede the local policy.

Date approved by local school board or governing authority: September 11, 2018.

  
\_\_\_\_\_  
Dr. P. Edward Cancienne, Superintendent

  
\_\_\_\_\_  
N. George Nassar, Board President

## Pupil Progression Plan

### LEA Contact Information

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(Primary Signature)

  
Date

## Background and Purpose

Louisiana state law (R.S. 24.4) requires local education agencies (LEAs) to establish a comprehensive Pupil Progression Plan based on student performance on the Louisiana Educational Assessment Program with goals and objectives that are compatible with the Louisiana Competency-Based Education Program and which supplements the minimum standards approved by the State Board of Elementary and Secondary Education (BESE). **The plan shall address student placement and promotion and shall require the student’s mastery of grade-appropriate skills before he or she can be recommended for promotion.**

The law states that “particular emphasis shall be placed upon the student’s proficiency in grade-appropriate skills which may be considered in promotion and placement; however, each local school board shall establish a policy regarding student promotion and placement.” The law goes on to require the state Department of Education to establish, subject to the approval of BESE, the level of achievement on the fourth and eighth grade LEAP test—in mathematics, English language arts, science, and social studies—needed for students to advance to grades five and nine. BESE must also determine the nature and application of various intervention options to be used when students fail to meet the minimum academic standards approved by the board.

BESE established minimum standards in *Bulletin 1566 – Pupil Progression Policies and Procedures*. In October 2017, BESE approved, as Notice of Intent, revisions to Bulletin 1566 that relate to placement, promotion, and supports and interventions for students not meeting minimum academic standards. BESE has also approved regulations pursuant to state law that relate to placement and promotion in *Bulletin 741 – Louisiana Handbook for School Administrators*, which includes but is not limited to instructional time, grading policies, and graduation requirements. These bulletins also adhere to federal and state laws and regulations that govern the placement and promotion of students with disabilities, English learners, and transfer students.

The purpose of this document is to assist LEAs in developing their required Pupil Progression Plan in accordance with applicable laws and regulations, and to codify LEA policies and procedures related to student placement and promotion. In each section of this document, language that conforms to applicable laws and regulations has been prepopulated. Space is provided for LEAs to add any additional local policies and procedures that fulfill the mandate of the law and support students in acquiring proficiency in grade-appropriate skills. Once completed, submitted to the Louisiana Department of Education, and published locally, teachers shall determine promotion or placement of each student on an individual basis. LEAs may review promotion and placement decisions in order to ensure compliance with their established policy, and reviews may be initiated by a school’s governing body, the local superintendent, or a student’s parent or legal custodian.

Questions about this document should be directed to [PPP@La.Gov](mailto:PPP@La.Gov)

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# 1. Placement of students in kindergarten and grade 1

## Kindergarten

Schools can only make recommendations to parents regarding student enrollment in kindergarten, since kindergarten is not mandatory. However, in accordance with state law (R.S. 17:221), once students have enrolled in kindergarten, they are subject to compulsory attendance laws and promotion requirements set forth by the LEA.

Every child, as a prerequisite to enrollment in any first grade of a public school, shall meet one of the following criteria:

- attended a full-day public or private kindergarten for a full academic year; or
- passed an academic readiness screening administered by the LEA at the time of enrollment for first grade

The minimum age for kindergarten shall be one year younger than the age required for that child to enter first grade. Each local educational governing authority, by rule, may provide for a child of younger age to enter kindergarten, provided that such child has been evaluated and identified as gifted in accordance with state regulations for such evaluation.

## Grade 1

- Any child admitted to kindergarten pursuant shall be eligible to enter first grade upon successful completion of kindergarten, provided all other applicable entrance requirements have been fulfilled.
- The age at which a child may enter the first grade of any public school at the beginning of the public school session shall be six years on or before September thirtieth of the calendar year in which the school year begins.
- Any child transferring into the first grade of a public school from another state and not meeting the requirements herein for kindergarten attendance shall be required to pass an academic readiness screening administered by the LEA prior to the time of enrollment for the first grade.

***In the space below, please describe any additional placement considerations or policies required by the LEA. Include the names of any required assessments and explain how results will be used.***

Additional local screeners are used for program placements during this school year.

For students who have not attended full day public or private Kindergarten, additional local screeners are used (Math – iReady; Reading - Readsters Beginning of Year Screener with iReady).

## II. Placement of transfer students

- A student who has transferred from a public school, in- or out-of-state, or a nonpublic school, shall be granted credit for work completed in the previous school. A properly certified transcript shall be required with the student's record of attendance, levels of achievement, history of immunization, and units of credit earned.
- Evaluation information for exceptional students transferring from another school system shall be reviewed by pupil appraisal and approved by a supervisor of special education before the student is enrolled in a special education program.
- Students in grades 5 and 9 transferring to a public school from any in-state nonpublic school, any approved home study program, or a Louisiana resident transferring from any out-of-state school, shall be required to pass the English language arts and mathematics portions of the LEAP placement test.

*In the space below, please describe any additional considerations or local policies related to placement of transfer students.*

Students transferring from an in- or out-of-state approved school will be allowed credit for work successfully completed in his/her former school provided that a properly certified copy of the student's cumulative record(K-8) or transcript(9-12) is received by the St. James Parish School System. This record/transcript must show the student's record of attendance, achievement, and/or units of credit earned. Schools will contact Child Welfare and Attendance in order to request a ruling on schools within the state. Schools will contact Child Welfare and Attendance in order to request an up-to-date list of current approved Home Study Programs.

Students transferring from home study program/foreign systems/ unapproved to schools in grades K-8 (including students entering 5th or 9th grade) shall be administered a LDOE placement test by the St. James Parish School System, and said placement exam shall be based on age, grade level, and previous educational services. Final placement decisions shall be determined by the SBLC.

If the student is 15 years or older and two or more grade levels behind as determined by LDOE placement test results, The student will be directly placed in the receiving high school's T9 program even if the student has not met the components of the St. James Parish public school Pupil Progression Plan requirements approved by the state for promotion to T9 status.

If the student is 16 years old with no Carnegie credits, the students will be placed in T9. If the transfer student in his/her previous district has met components of the St. James Parish Pupil Progression Plan requirements approved by the state for promotion to T9 status, the student shall be placed accordingly in the High School's T9 program.

### III. Promotion for students in kindergarten and grades 1, 2, 3, 5, 6, and 7

Teachers shall, on an individual basis, determine the promotion of each student according to the local Pupil Progression Plan. Particular emphasis shall be placed upon the student's proficiency in grade-appropriate skills.

***In the space below, please describe the LEA's policies and procedures that will be used to determine promotion for students in Kindergarten and Grades 1, 2, 3, 5, 6, and 7.***

**Kindergarten:**

The major indicator for K promotion is attendance (See Attendance Policy). 75% mastery of report card skills is recommended for promotion. Parental consent must be attained for retention.

**Grades 1,2,3,5,6,7 Promotion Factors include:**

- Attendance (See Attendance Policy)
- Grades: Students must pass major subjects with minimum percentages based on grade level checklists (See individual grade level placement checklists for 2018-19).
- SBLC reviews all failures/retentions

**NOTES:**

- S, N and U subjects are not considered for promotion
- Remediation options are based on School Building Level decision in grades 3 and above (See Placement Checklist for grades 3 – 8). In K- 2, remediation promotion options are not available and Reading has a higher grading standard for promotion (75%).
- Outside/private summer school is not part of promotional factors.
- Students shall not be retained more than once per school cluster.
- Readster's Program Indicators are part of an SBLC supporting data process.

### IV. Promotion of students in grade 4

- Each LEA shall identify third and fourth grade students who have not met an acceptable level of performance that would enable them to successfully transition to the next grade level. Fourth grade students who have not met the acceptable level of performance may be retained or promoted, but in either case, shall be provided with an individual academic improvement plan that adheres to the following requirements:
  - The school shall convene an in-person meeting with the student's parent or legal custodian, all teachers of core academic subjects, and specialized support personnel, as needed, to review the student's academic strengths and weaknesses, discuss any other relevant challenges, and formulate an individual academic improvement plan designed to assist the student in achieving proficiency in all core academic subjects. All participants shall sign the documented plan and meet to review progress at least once more before the next administration of the LEAP assessment.



- The student shall be provided with focused, on-grade level instructional support that is appropriate to the content area(s) in which the student has not yet achieved proficiency. Instruction shall be aligned with state academic content standards.
  - The student shall be identified as requiring an academic improvement plan in the state Student Information System (SIS).
  - The student shall be afforded the opportunity to receive grade-level instruction during the summer.
  - Each LEA shall adopt a written policy pertaining to the development of individual academic improvement plans. This policy shall be included in the Pupil Progression Plan.
  - The Department shall audit a random sampling of students identified as needing an individual academic improvement plan in each local education agency each year.
- The LDOE will provide to each LEA a roster of third and fourth grade students who have scored below the “Basic” achievement level in at least two core academic subjects. Such roster will assist the LEA in making final determinations relative to students’ required individual academic plans.
    - The decision to retain a student as a result of his/her failure to achieve the standard on the LEAP shall be made by the LEA in accordance with this pupil progression plan.
    - The individual academic improvement plan shall continue to be in effect until such time as the student achieves a score of “Basic” in each of the core academic subjects that initially led to the development of the student’s individual academic plan.

***In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of the fourth grade.***

Promotion Factors for grade 4 include:

- Attendance (See Attendance Policy)
- Grades: Students must pass major subjects with minimum percentages based on grade level checklists (See individual grade 4 placement checklists for 2018-19).
- SBLC reviews all failures/retentions

Summer School for grade 4 will consist of the following for students who have NOT achieved Basic in at least two subject areas of LEAP 2025:

- 4 days (20 hours) of “bridge” hours in May prior to the end of the school year.
- Highly effective teachers delivering the instruction in the deficit LEAP area(s)
- Tier I curriculum

***\*Notes:***

- *Due to state test results scheduled to be received mid-June, predictors will be used for summer school bridge hours. Students “predicted” or “in danger of” not achieving basic in two or more subjects areas will receive “bridge” remediation hours in the subject(s) using current highly effective teachers and Tier I curriculum.*
- *\*Emphasis for students with deficit LEAP areas will continue to be addressed through the IAIP interventions (per state requirements) of High Effective Teachers in Core and Tier I Curriculum throughout the following year (see IAIP documentation)*
- *Outside/Private summer remediation is not part of promotional factors.*
- *Additional remediation options are based on SBLC decision (see placement checklist and IAIP)*
- *S, N and U subjects are not considered for promotion*
- *Students shall not be retained more than once per school cluster.*

## V. Promotion and support of students in grade 8 and high school considerations

### a. Promotion of students in grade 8

#### Regular Grade 8 Promotion

Eighth grade students shall score at least at the “Basic” achievement level in either English language arts or mathematics and “Approaching Basic” in the other subjects in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth grade state assessments in spring and summer, following the completion of summer remediation, may be placed on a high school campus in the transitional ninth grade. For any student who recently completed the eighth grade and is transferring into the LEA from another state or country after the completion of summer remediation, the LEA shall review the student’s academic record to determine appropriate placement in ninth grade or transitional ninth grade. Such placement shall occur no later than October 1 of each school year.

#### Grade 8 Promotion Waivers

- The LEA may waive the state policy for students scoring at the “Unsatisfactory” level in English language arts or mathematics, if the student scores at the “Basic” level in the other, provided that the student has participated in the spring administrations of LEAP and has attended the summer remediation program offered by the LEA.
- An LEA, through its superintendent, may grant a waiver on behalf of individual students who are unable to participate in LEAP testing or unable to attend LEAP summer remediation, including summer remediation required for placement in transitional ninth grade, because of one or more of the following extenuating circumstances as verified through appropriate documentation:
  - *Physical Illness*—appropriate documentation must include verification that the student is under the medical care of a licensed physician for illness, injury, or a chronic physical condition that is acute or catastrophic in nature. Documentation must include a statement verifying that the illness, injury, or chronic physical condition exists to the extent that the student is unable to participate in remediation.
  - *Custody Issues*—certified copies of the court-ordered custody agreements must be submitted to the LEA at least ten school days prior to summer remediation

#### Transitional 9<sup>th</sup> Grade

- Any first-time eighth grade student who does not meet the passing standard set forth in BESE Bulletin 1566, §703, and any student not eligible for any waiver pursuant to §707 of the bulletin, after completing summer remediation, may be placed on a high school campus in transitional ninth grade.

- LEAs shall follow the guidelines set forth in §703 to determine, based on evidence of student learning, whether eighth grade students may be promoted to the ninth grade or placed on a high school campus in transitional ninth grade. The percentage of an LEA's eighth graders placed in transitional ninth grade is expected to remain stable over time. In the event that the percentage of an LEA's eighth graders placed in transitional ninth grade—exceeds the percentage of eighth graders in that LEA eligible for transitional ninth grade at the conclusion of the prior school year, the local superintendent of that LEA shall provide a written justification to the state superintendent.
- The initial decision to place a student in the transitional ninth grade or to retain a student in the eighth grade shall be made by the school in which the student is enrolled in the eighth grade, in consultation with the student's parents.
- The LEA shall admit transitional ninth grade students, subject to any admissions requirements approved by the school's governing authority or charter authorizer.
- For any student who recently completed the eighth grade from another state or country and is transferring into the LEA after summer remediation has taken place, the LEA shall review the student's academic record to determine appropriate placement in ninth grade or transitional ninth grade. Students placed in the transitional ninth grade shall complete the remediation program offered by the LEA. Such placement shall occur no later than October 1 of each school year.
- After one full year of transitional ninth grade, students shall be included in the ninth grade graduation cohort for high school accountability purposes.
- Students enrolled in transitional ninth grade shall receive appropriate academic supports in any subjects in which they did not score at or above proficient, as determined by BESE. A plan outlining such academic supports shall be included in the student's individual graduation plan (IGP). Progress pursuant to such specified academic supports shall be reviewed at least once throughout the school year in order to determine effectiveness and any needed adjustments.

***In the space below, please describe any local policies or additional considerations used to determine promotion of students at the end of the eighth grade.***

Promotion Factors for grade 8 include:

- Attendance (See Attendance Policy)
- Grades: Students must pass major subjects with minimum percentages based on grade level checklists (See individual grade 8 placement checklists for 2018-19).
- SBLC reviews all failures/retentions

Summer School for grade 8 will consist of the following for students who have NOT achieved Basic in at least ELA or Math of LEAP 2025:

- 4 days (20 hours) of "bridge" hours in May prior to the end of the school year.
- Highly effective teachers delivering the instruction in the deficit LEAP area(s)
- Tier I curriculum

**\*Notes**

- *Due to state test results scheduled to be received mid-June, predictors will be used for summer school bridge hours. Students “predicted” or “in danger of” not achieving basic in two or more subjects areas will receive “bridge” remediation hours in the subject(s) using current highly effective teachers and Tier I curriculum.*
- *Outside/Private summer remediation is not part of promotional factors*
- *Additional remediation options are based on SBLC (see placement checklist)*
- *Students who do not earn Basic in ELA or Math will be placed in a remediation Math and/or English class. Transitional 9<sup>th</sup> Grade (T9) designation is determined by school administration based on additional data points (beyond LEAP 2025).*

**b. High school promotion and transition considerations**

**Instructional Minutes:** When awarding credit based on instructional time, LEAs shall provide a minimum of 7,965 instructional minutes for one Carnegie credit, and students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, LEAs shall provide a minimum of 3,983 instructional minutes, and students shall be in attendance for a minimum of 3,758 minutes.

**Individual Graduation Planning:** By the end of the eighth grade, every student (with the assistance of his parent or other legal custodian and school guidance personnel, counselor) or IEP team (when applicable) shall begin to develop an Individual Graduation Plan (IGP). An IGP guides the next academic year's coursework, assisting students in exploring educational and career possibilities and in making appropriate secondary and postsecondary education decisions as part of an overall career/postsecondary plan.

**Financial Aid Planning:** Louisiana requires public school students graduating spring 2018 and beyond to take one of the following steps as part of their Individual Graduation Plan:

1. Complete the FAFSA; or
2. Complete the Louisiana TOPS form; or
3. Certify a waiver in writing to the LEA (sample: non-participation LEA form/Letter); or
4. Receive a waiver through the district hardship waiver process.

**Early Graduation:** Each LEA shall develop an early graduation program allowing students to accelerate their academic progress, complete all state graduation requirements, and receive a high school diploma in less than four years.

- The early graduation program may include distance education (§2326), dual enrollment (§2327), and Carnegie credit and credit flexibility (§2314).

- LEAs shall not have any policies or requirements that would prevent students from graduating in less than four years.

***In the space below, please describe any local policies or additional considerations used to determine the promotion of students in Grades 9 and above and to support their attainment of a high school diploma.***

**Promotion for 9<sup>th</sup> graders and above:**

- Students are promoted to 10<sup>th</sup> grade status upon completion of 6 credits
- Students are promoted to 11<sup>th</sup> grade upon completion of 10 credits.
- Students are promoted to 12<sup>th</sup> grade upon completion of 16 credits.

**Effective August 1, 2019, the following guidelines will be implemented for the 2019-2020 school year:**

- Students are promoted to 10<sup>th</sup> grade status upon successful completion of 6 credits inclusive of either English I or Algebra I
- Students are promoted to 11<sup>th</sup> grade status upon completion of 12 credits inclusive of 4 core courses, inclusive of English I and Algebra I
- Students are promoted to 12<sup>th</sup> grade status upon completion of 18 credits and pass 1 EOC
- Student designation will be determined August 1 of each school year based on credits earned during the previous school year

**Credit recovery and EOC remediation** for high school is offered in the month of June. EOC remediation is free. Credit recovery is an option at a cost. Students have the option to repeat the high school course at no cost. There is ample opportunity within a 4-block schedule to repeat a course. Therefore, credit recovery in the summer is a choice with a cost (see summer/virtual guidelines)

- Students who pass an EOC but fail the course will have an option to take an accelerated credit recovery virtual course (see virtual school policy) at no cost.

**Early Graduation:**

It is our firm belief that students should plan to spend four full years in high school:

1. Early graduation is defined as completion after the first semester of the fourth year (December Graduate). All December graduate candidates must:
  - a. submit proper documentation to counselor and administration by June 1 of that year (see early graduation form).
  - b. complete exit interview with administration, counselor and parent(s) by August 1 of that year.

December graduates may choose participate in May graduation commencement ceremonies. Intent to participate in ceremonies must be stated in the exit interview process.

**Internships, paid/unpaid, credited/un-credited, can be requested by the site-based administrator (SMA and CTC), but must have approval of the home-based high school principals. Internships at the home-based sites (LHS and SJH) are at the discretion of the high school principal. Any internship is subject to Internship Guidelines (see Internship Packet).**

## **Support for students**

### **School year support**

- The individual academic plan for each student identified in §701 of BESE Bulletin 1566 will outline the responsibilities of each party for students who have failed to achieve the standards by the end of fourth grade.
- The LEA will design and implement additional instructional strategies to move the students to grade-level proficiency by providing at least two of the following, which will be documented in the individual academic improvement plan:
  - The student is placed in the classroom of a teacher who has been rated “Highly Effective” pursuant to his/her most recent evaluation or has achieved a value-added rating of “Highly Effective” pursuant to his/her most recent evaluation, or has documented evidence derived from state summative assessments of improving the academic performance of students having individual academic improvement plans in the past.
  - The student completes summer remediation.
  - Additional instructional time is provided during or outside of the school day to expose the student to high-quality instruction. This will not result in a student being removed from English language arts, mathematics, science, or social studies courses.
  - The student is provided access to on grade-level instruction that is aligned to Louisiana State Standards, which may include some below grade-level content and support needed to address the student’s identified weaknesses.
- Remediation programs used throughout the school day and school year will not account for more than 35 percent of total instructional minutes.

The LEA will offer, at no cost, extended, on-grade level instruction through summer remediation to students who did not take the spring LEAP tests or who failed to meet the standard set forth in §701 and §703 of BESE Bulletin 1566. The LEA will provide transportation to and from the assigned remediation summer site(s) from, at a minimum, a common pick-up point.

Student with disabilities attending summer remediation will receive special supports as needed.

## **Summer remediation**

Pursuant to state law (R.S. 17:24.4), LEAs shall continue to offer summer remediation to any student not meeting promotion standards as determined by BESE. Summer remediation programs will meet all of the following requirements:

- Uses curriculum determined by the Louisiana Department of Education to fully align to Louisiana State Standards (Bulletin 141 – *Louisiana Standards for English Language Arts*, Bulletin 142 – *Louisiana Standards for Mathematics*, Bulletin 1962 – *Louisiana Science Content Standards*, and Bulletin 1964 – *Louisiana Social Studies Content Standards*).
- Utilizes teachers rated “Highly Effective” pursuant to the teacher’s most recent evaluation or have achieved a value-added rating of “Highly Effective” on the most recent evaluation.
- Limits remedial (below grade-level) instruction to only necessary and focused skills as identified from top-quality assessments and does not account for more than 35 percent of the total summer remediation instructional time.

## **VI. Promotion and placement of certain student populations**

### **Students with disabilities**

- Students with disabilities attending summer remediation shall receive special supports as needed.
- IEP teams shall determine promotion to the next grade level for a student with a disability who fails to meet state or local established performance standards for the purposes of promotion. Such determination shall be made only if, in the school year immediately prior to each grade level in which the student would otherwise be required to demonstrate certain proficiency levels in order to advance to the next grade level, the student has not otherwise met the local requirements for promotion or has not scored at or above the basic achievement level on the English language arts or mathematics components of the required state assessment and at or above the approaching basic achievement level on the other (Bulletin 1530 §403).

### **English learners**

- The requirements of Title VI of the Civil Rights Act of 1964 are as follows:
  - Establish procedures to identify language minority students.
  - Establish procedures to determine if language minority students are Limited English Proficient.
  - Establish procedures for age-appropriate placement and determine the specialized language services or program the district will use to address the linguistic and cultural needs of the Limited English Proficient student.
- Limited English Proficient (LEP) students shall participate in the statewide assessments pursuant to Bulletin 118. Increasing the expectations for the academic content that students must

master in grades K-12 requires a parallel increase in expectations for English language acquisition.

- Establish procedures to monitor former Limited English Proficient students for two years.
- Ensure that no LEP student shall be retained solely because of limited English proficiency.

***In the space below, please describe any local policies or additional considerations related to the promotion and placement of students with disabilities, English learners, or other student populations.***

Promotion and graduation criteria for students with disabilities identified under the Individuals with Disabilities Education Improvement Act (IDEiA) shall be determined by the student's IEP team. (Per Act 833, 2014 and BESE guidelines and regulations).

If the IEP team chooses to make a data-driven recommendation that, in any way conflicts with any criterion of the Pupil Progression Plan, the principal is to make a written recommendation to the Superintendent of Schools for his/her consideration. All supporting documentation which was considered while discussing this student must be included with the written recommendation to the Superintendent.

Students identified as having a disability according to IDEiA or Section 504 shall receive instruction in accordance with their IEP or IAP. Each plan shall include any language-related needs with regards to instruction or accommodations in the regular and special education setting. Language-related needs shall be determined by the IEP or SBLC Committee. To assist with determining language-related needs, each ESL Teacher shall provide the SBLC Committee with the student's ELL Accommodations Checklist.

Any evaluation of an ELL student shall include language-free measures to ensure any disability is not a result of a language barrier.

Students with disabilities who are unable to meet the above exit criteria after 4 years or more in ELL status because of their disability, as decided only by consensus of the members of the School Building Level Committee (SBLC), may be exited from EL status (but will still be required to take statewide assessments).

## VII. Alternative education placements

Alternative schools/programs serve students who are not succeeding in the traditional educational setting and offer a venue that aids in preventing these students from dropping out of school. Alternative schools/programs provide educational and other services to students who have a variety of behavioral and other needs that cannot be adequately met in a traditional school setting. (Refer to Bulletin 741, §2903 and Bulletin 131)



*In the space below, please describe the LEA's policies for placement of students in an alternative program or school, including any promotion policies that may differ from what was provided above.*

Alternative Center is a program for any student suspended/expelled/excluded in St. James Parish Schools pursuant to the provisions of R.S. 17:416.2.

The program establishes an alternative site for these students and requires that they complete classes at the site or through virtual learning before they can return to their own schools. Students will receive instruction in problem solving and conflict resolution that will help them avoid future problems and return to the normal school setting.

### VIII. Due process related to student placement and promotion

*In the space below, please describe the LEA's due process procedures related to student placement for regular education students, students with disabilities having an Individualized Education Program plan, and students having an Individual Accommodation/Section 504 plan.*

#### **Regular Education Students**

A change in grade placement level may be requested to the principal no later than July 1 of the school year for which the change is to take place. If the principal does not concur with the request, the person making the request may petition the Administrative Director of Teaching and Learning to review all pertinent data related to the case. This request for appeal must be made within 10 calendar days following the conference with the principal.

#### **Special Education Students**

The rights of due process for students identified as special education shall be consistent with rights defined in Individuals with Disabilities Education Act (IDEIA) Part B, LEA Application.

#### **504 Students**

Due process procedures for qualified disabled students must be consistent with those defined in Section 504 of the Rehabilitation Act of and included in the Parental Rights for Exceptional Students Booklet distributed to parents at the time parental permission is requested.

## IX. Additional LEA policies related to student placement and promotion

*In the space below, please describe any additional LEA policies related to student placement and promotion that have not been addressed in other sections of this document.*

For current honor's/honor graduate and dual enrollment policies and procedures please refer to the current school year's Course Catalog.

The Cypress Grove Montessori Program became effective August 1, 2018. It is a public Montessori and will follow a hybrid model to include state tests and requirements. Curriculum, discipline and grading are non-traditional. Refer to the Montessori handbook for curriculum, discipline and grading checklist details. In the event that a student transfers from the Montessori to a traditional school, the Montessori School/Teacher prior to the transfer will complete a traditional grade conversion from the checklist. In-district transfers are done at mid year and beginning of the year with documentation. The Montessori is not a school; therefore, test scores go to home-base schools (PES for East Bank students or VES for West Bank students).

# **APPENDIX**

## **PART I – Forms**

- 1. Promotion Checklists – Grades 1 - 8**
- 2. Form 2 – Individual Academic Improvement Plan**
- 3. Form 3 – Early Graduation**

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

**Kindergarten**

**Attendance Requirements**

Did the student meet attendance requirement of 167 days? \_\_\_\_\_ yes \_\_\_\_\_ no  
(cannot have more than 11 unexcused absences)

**75% Mastery of Report Card Skills**

READING \_\_\_\_\_ yes \_\_\_\_\_ no

MATH \_\_\_\_\_ yes \_\_\_\_\_ no

**SBLC Decision**

Students not meeting the promotion factors will be reviewed by the School Building Level Committee to determine the following:

\_\_\_\_\_ The student will be promoted to 1<sup>st</sup> grade.

\_\_\_\_\_ The student will be retained in Kindergarten (attach documentation with parent signature/approval)

\_\_\_\_\_ SBLC Code (JCampus)

Comments:

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_

Grade: 1 2

Did the student meet attendance requirement of 167 days? \_\_\_\_\_ yes \_\_\_\_\_ no  
 (cannot have more than 11 unexcused absences)

**Major Subjects** - Must score a minimum of 75% in Reading with 67% in Math, Science and Social Studies to be considered for promotion (write final percentages and letter grades below).

Reading:	Science:
Math:	Social Studies:

Did the student pass **ALL** of the above **MAJOR** subjects? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes to both of the above, stop here. The student will be promoted.

**SBLC Decision**

Students not meeting the promotion factors will be reviewed by the School Building Level Committee to determine the following:

\_\_\_\_\_ The student will be promoted to grade \_\_\_\_\_.

\_\_\_\_\_ The student will be retained in grade \_\_\_\_\_.

\_\_\_\_\_ SBLC Code (JCampus)

**Comments:**

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

**Evidence:**

- Met Attendance Requirements?  Yes  No
  - Number of Days Unexcused Absences \_\_\_\_\_
- 3<sup>rd</sup> Grade Major Coursework (subjects) Failed with a Letter Grade of F (66% or lower):
  - Math  ELA  Science  Soc. Studies

*If student fails one or more of the above, refer to SBLC.*

**Decision:**

- Passed all coursework (subjects)**
  - Promotion to Grade 4
- Failed one course (subject)**
  - Promotion to Grade 4
- Failed more than one grade-level course (subject)**
  - Promotion to Grade 4 with intervention
  - Promotion to Grade 4 pending successful completion of:
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Placed in Grade 4 due to: \_\_\_\_\_
  - Retained in Grade 3 due to: \_\_\_\_\_
- Failure due to absences**
  - The SBLC decision checked above will apply if the unexcused absences are cleared at the district level.
- JCampus SBLC Code: \_\_\_\_\_

<p><b>Comments:</b></p>
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SCHOOL BUILDING LEVEL COMMITTEE FORM

SJPS PLACEMENT CHECKLIST GR.4

Date of Meeting: \_\_\_\_\_

Student: \_\_\_\_\_

School: \_\_\_\_\_

Present Grade: 4 Sped: \_\_\_\_\_ 504: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Evidence:

- Progress Monitoring Data:
  - 1<sup>st</sup> Reading: \_\_\_\_\_ Most Recent Reading: \_\_\_\_\_
  - 1<sup>st</sup> Math: \_\_\_\_\_ Most Recent Math: \_\_\_\_\_
- Met Attendance Requirements?  Yes  No
  - Number of Days Unexcused Absences \_\_\_\_\_
- 4<sup>th</sup> Grade Major Coursework (subjects) Failed with a Letter Grade of F (66% or lower):
  - Math  ELA  Science  Soc. Studies
- Other Coursework Failed with a Letter Grade of F (66% or below):
  - \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_
- Scored Basic or Above in at least 2 subjects on LEAP 2025?  Yes  No
  - Math A, M, B, AB, U
  - ELA A, M, B, AB, U
  - Science A, M, B, AB, U
  - Soc. Studies A, M, B, AB, U

Decision:

- Passed all coursework (subjects)
  - Promotion to Grade 5
- Failed one course (subject)
  - Promotion to Grade 5
- Failed more than one grade-level course (subject)
  - Promotion to Grade 5 with intervention
  - Promotion to Grade 5 pending successful completion of:
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Placed in Grade 5 due to: \_\_\_\_\_
  - Retained in Grade 4 due to: \_\_\_\_\_
- Failure due to absences
  - The SBLC decision checked above will apply if the unexcused absences are cleared at the district level.
- IAIP required as referenced above (select 2 of the following interventions)
  - Bridge Hours  Highly Eff. Teacher  Tier 1 Curriculum  Additional In-school Support
- SBLC Code: \_\_\_\_\_ (JCampus)

Signatures:

Date of Meeting: \_\_\_\_\_

Student: \_\_\_\_\_

School: \_\_\_\_\_

Present Grade: 5 Sped: \_\_\_\_\_ 504: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

**Evidence:**

- Progress Monitoring Data:
  - 1<sup>st</sup> Reading: \_\_\_\_\_ Most Recent Reading: \_\_\_\_\_
  - 1<sup>st</sup> Math: \_\_\_\_\_ Most Recent Math: \_\_\_\_\_
- Met Attendance Requirements?  Yes  No
  - Number of Days of Unexcused Absences \_\_\_\_\_
- 5<sup>th</sup> Grade Major Coursework Failed with a Letter Grade of F (66% or lower):
  - Math  ELA  Science  Soc. Studies
- Other Coursework Failed with a Letter Grade of F:
  - \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Decision:**

- Passed all coursework (subjects)
  - Promotion to Grade 6
- Failed one course (subject)
  - Promotion to Grade 6
- Failed more than one grade-level course (subject)
  - Promotion to Grade 6 with intervention
  - Promotion to Grade 6 pending successful completion of:
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Placed in Grade 6 due to: \_\_\_\_\_
  - Retained in Grade 5 due to: \_\_\_\_\_
- Failure due to absences
  - The SBLC decision checked above will apply if the unexcused absences are cleared at the district level.
- IAIP (if applicable)
  - Met Criteria
  - Continuation of IAIP due to: \_\_\_\_\_
- SBLC Code: \_\_\_\_\_ (JCampus)

**Signatures:**



Date of Meeting: \_\_\_\_\_

Student: \_\_\_\_\_

School: \_\_\_\_\_

Present Grade: 6 Sped: \_\_\_\_\_ 504: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

**Evidence:**

- Progress Monitoring Data:
  - 1<sup>st</sup> Reading: \_\_\_\_\_ Most Recent Reading: \_\_\_\_\_
  - 1<sup>st</sup> Math: \_\_\_\_\_ Most Recent Math: \_\_\_\_\_
- Met Attendance Requirements?  Yes  No
  - Number of Days of Unexcused Absences \_\_\_\_\_
- 6<sup>th</sup> Grade Major Coursework Failed with a Letter Grade of F (66% or below)
  - Math  ELA  Science  Soc. Studies
- Other Coursework Failed with a Letter Grade of F:
  - \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Decision:**

- Passed all coursework (subjects)
  - Promotion to Grade 7
- Failed one course (subject)
  - Promotion to Grade 7
- Failed more than one grade-level course (subject)
  - Promotion to Grade 7 with intervention
  - Promotion to Grade 7 pending successful completion of:
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Placed in Grade 7 due to: \_\_\_\_\_
  - Retained in Grade 6 due to: \_\_\_\_\_
- Failure due to absences
  - The SBLC decision checked above will apply if the unexcused absences are cleared at the district level.
- IAIP (if applicable)
  - Met Criteria
  - Continuation of IAIP due to: \_\_\_\_\_
- SBLC Code: \_\_\_\_\_ (JCampus)

**Signatures:**

Date of Meeting: \_\_\_\_\_

Student: \_\_\_\_\_

Present Grade: 7 Sped: \_\_\_\_\_ 504: \_\_\_\_\_

School: \_\_\_\_\_

**Evidence:**

- Progress Monitoring Data:
  - 1<sup>st</sup> Reading: \_\_\_\_\_ Most Recent Reading: \_\_\_\_\_
  - 1<sup>st</sup> Math: \_\_\_\_\_ Most Recent Math: \_\_\_\_\_
- Met Attendance Requirements?  Yes  No If No: Complete the following
  - Subject: \_\_\_\_\_ Number of Days \_\_\_\_\_
  - Subject: \_\_\_\_\_ Number of Days \_\_\_\_\_
  - Subject: \_\_\_\_\_ Number of Days \_\_\_\_\_
- 7<sup>th</sup> Grade Major Coursework Failed with a Letter Grade of F (66% or below):
  - Math  English  Science  Soc. Studies
- Other Coursework Failed with a Letter Grade of F:
  - \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Decision:**

- Passed all coursework (subjects)
  - Promotion to Grade 8
- Failed one course (subject)
  - Promotion to Grade 8
- Failed more than one grade-level course (subject)
  - Promotion to Grade 8 with intervention
  - Promotion to Grade 8 pending successful completion of:
    - \_\_\_\_\_
    - \_\_\_\_\_
  - Placed in Grade 8 due to: \_\_\_\_\_
  - Retained in Grade 7
- Failure due to absences
  - The SBLC decision checked above will apply if the unexcused absences are cleared at the district level.
- SBLC Code: \_\_\_\_\_ (JCampus)

**Signatures:**

Date of Meeting: \_\_\_\_\_

Student: \_\_\_\_\_

School: \_\_\_\_\_

Present Grade: 8 Sped: \_\_\_\_\_ 504: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

**Evidence:**

- Progress Monitoring Data:
  - 1<sup>st</sup> Reading: \_\_\_\_\_ Most Recent Reading: \_\_\_\_\_
  - 1<sup>st</sup> Math: \_\_\_\_\_ Most Recent Math: \_\_\_\_\_
- Met Attendance Requirements?  Yes  No If No: Complete the following
  - Subject: \_\_\_\_\_ Number of Days \_\_\_\_\_
  - Subject: \_\_\_\_\_ Number of Days \_\_\_\_\_
  - Subject: \_\_\_\_\_ Number of Days \_\_\_\_\_
- 8<sup>th</sup> Grade Major Coursework Failed with a Letter Grade of F (66% or lower):
  - Math  English  Science  Soc. Studies
- Other Coursework Failed with a Letter Grade of F:
  - \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Decision:**

- Passed all coursework (subjects)
  - Promotion to Grade 9
  - Pinning Ceremony Eligible
- Failed one course (subject)
  - Promotion to Grade:  9  Transitional 9
  - Pinning Ceremony Eligible
- Failed more than one grade-level course (subject)
  - Promotion to Grade 9 or T9 Pending Successful Completion of:
    - \_\_\_\_\_
    - \_\_\_\_\_
    - Check here if student has completed at least 20 hours of Tier 1 Curriculum "Bridge" hours
  - Retained in Grade 8
  - Placed in Grade 9 due to: \_\_\_\_\_
  - Not Eligible for Pinning Ceremony
- Failure due to absences
  - The SBLC decision checked above will apply if the unexcused absences are cleared at the district level.
- SBLC Code: \_\_\_\_\_ (JCampus)

**Signatures:**



# ST. JAMES PARISH SCHOOLS

*Inspiring Hope and Purpose*

Dr. P. Edward Cancienne  
Superintendent

George Nassar, President  
District 4

Dianne Spencer, Vice-  
President, District 5

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Diana Cantillo, District 1  
Kenneth Foret, District 2  
Sue Beier, District 3  
Nicole Florent Charles,  
District 6  
Raymond Gros, District 7

## EARLY GRADUATION POLICY

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Original Four-Year Graduation Term: \_\_\_\_\_

Intended Early Graduation Term: \_\_\_\_\_

It is understood that by graduating early, I am not eligible to participate in extra-curricular activities after I graduate that require I be a student. These include, but are not limited to, sports, clubs, cheerleading, yearbook, class officer status.

I further acknowledge that if I wish to participate in the graduation ceremony it is wholly my responsibility to keep in contact with the graduation sponsor and to meet all requirements of graduation, including but not limited to, graduation practice, awards ceremony, fee payment deadline, etc.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

- *Must be signed and submitted during scheduling process of the student's junior year but no later than June 1*

Student: \_\_\_\_\_

Parent: \_\_\_\_\_

Parent: \_\_\_\_\_

Counselor: \_\_\_\_\_

Principal: \_\_\_\_\_

Central Office: \_\_\_\_\_

*Please attach the Individual Academic Improvement Plan Parent/Legal Guardian Agreement Form to this plan.*

Complete the template for each subject area identified as below "Basic."

Student name and grade:	
Subject area of need:	
Beginning level of proficiency/Target level of proficiency:	
<i>Check the boxes below for each selected intervention and populate requested information:</i>	
<input type="checkbox"/> Enrollment in a summer program	Teacher name:  Summer program curriculum:  Progress monitoring plan:
<input type="checkbox"/> Additional in-school support	Teacher name(s):  Define supports:  Progress monitoring plan:
<input type="checkbox"/> Guaranteed access to a tier 1/high quality curriculum	Curriculum:
<input type="checkbox"/> Placement in a classroom with a highly effective teacher	Teacher name:

*\*Attach additional pages as necessary.*

School Administrator Signature:	Date:
---------------------------------	-------

Complete the template for each subject area identified as below "Basic."

Student name and grade:	
Subject area of need:	
Beginning level of proficiency/Target level of proficiency:	
<i>Check the boxes below for each selected intervention and populate requested information:</i>	
<input type="checkbox"/> Enrollment in a summer program	Teacher name:  Summer program curriculum:  Progress monitoring plan:
<input type="checkbox"/> Additional in-school support	Teacher name(s):  Define supports:  Progress monitoring plan:
<input type="checkbox"/> Guaranteed access to a tier 1/high quality curriculum	Curriculum:
<input type="checkbox"/> Placement in a classroom with a highly effective teacher	Teacher name:

*\*Attach additional pages as necessary.*

School Administrator Signature:	Date:
---------------------------------	-------

Complete the template for each subject area identified as below "Basic."

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Subject area of need:	
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<i>Check the boxes below for each selected intervention and populate requested information:</i>	
<input type="checkbox"/> Enrollment in a summer program	Teacher name:  Summer program curriculum:  Progress monitoring plan:
<input type="checkbox"/> Additional in-school support	Teacher name(s):  Define supports:  Progress monitoring plan:
<input type="checkbox"/> Guaranteed access to a tier 1/high quality curriculum	Curriculum:
<input type="checkbox"/> Placement in a classroom with a highly effective teacher	Teacher name:

*\*Attach additional pages as necessary.*

School Administrator Signature:	Date:
---------------------------------	-------

Complete the template for each subject area identified as below "Basic."

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Subject area of need:	
Beginning level of proficiency/Target level of proficiency:	
<i>Check the boxes below for each selected intervention and populate requested information:</i>	
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<input type="checkbox"/> Additional in-school support	Teacher name(s):  Define supports:  Progress monitoring plan:
<input type="checkbox"/> Guaranteed access to a tier 1/high quality curriculum	Curriculum:
<input type="checkbox"/> Placement in a classroom with a highly effective teacher	Teacher name:

*\*Attach additional pages as necessary.*

School Administrator Signature:	Date:
---------------------------------	-------



**Student Name** shall be placed on an individual academic improvement plan in partnership with LEA/Parish and teacher because they did not attain basic proficiency in at least two core subject areas.

In accordance with the requirements of Bulletin 1566 §701 and §703, **Student Name** has the right to at least two or more of the following interventions:

- Strategic classroom placement
- Access to instruction leveraging a high-quality (tier 1) curricula during school hours
- Additional in school support where off grade level instruction does not account for more than 35% of total minutes in each subject area
- Opportunity to enroll in a high-quality summer program that uses a high-quality (tier 1) curricula or learning program

Further, the parent/legal guardian of **Student Name** understands:

<b>Initial</b>	
	Student is entitled to participation in an individual academic improvement plan that is co-developed between parent/legal guardian and teacher.
	Parent/legal guardian is entitled to information in home language detailing intervention supports available to student prior to selection of interventions.
	Parent/legal guardian may select and agree to at least two interventions to be provided, at no cost, by the school system.
	Parent/legal guardian can take action at home to support student progress by doing accessing resources available in the <a href="#">Family Support Toolbox Library</a> and/or provided by student's school.

**School System Promotion Policy per Pupil Progression Plan:**

LEA Name: LEA Name	Date: Date
Student Name: Student Name	Grade: Grade
Parent/Legal Guardian Name: Parent/Legal Guardian Name	School/Parish Name: School/Parish Name

Select at least two or more options from the intervention list below:

- Enrollment in a summer program
- Additional in-school support
- Guaranteed access to a tier 1/high quality curriculum
- Strategic classroom placement

I am a parent or legal guardian of the student referenced above and I understand my rights as it relates to promotion and retention; and I have selected and agreed to course of action for my student.

Print Parent/Legal Guardian Name:
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Parent/Legal Guardian Signature:	Date:
----------------------------------	-------

School Administrator Signature:	Date:
---------------------------------	-------